

ESTABLISHED 1835



# Final Site Plan Review Application Form

• 18027 Old US 12 • Chelsea, MI 48118 • (734)475-8890 • FAX (734)475-8905  
• www.sylvan-township.org

<b>Staff Use Only</b>	Property Address:	
Fee:	Planning Commission Number:	
Deposit Amount:		Application Date:
Preliminary Site Plan Approval Date:		

**1. Record Owner(s):**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**2. Authorized Agent(s)/ Applicant:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**3. Property Address** \_\_\_\_\_

**4. Project description including description of any changes between the preliminary and the final site plans:** (Please use separate page for detailed project description if needed):

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**5. Items Required: (Please check items submitted)**

- A. Approval of a Preliminary Site Plan
- B. Final Site Plan Application filled out completely and signed.
- C. Detailed description of changes between the preliminary and final site plans if any.
- D. Legal description of the property;
- E. Project Plans: All plans should be drawn clearly and to scale (no greater than 1" = 200') and include the property address, a north arrow, and the date in which the plans were drawn/revised. The final site plans shall be prepared by an architect, community planner, engineer, landscape architect, or land surveyor registered by the state.

\_\_\_\_\_ Survey (by a registered surveyor)

- Including dimensions and lot area. Where a metes and bounds description is used, lot line angles or bearings shall be indicated on the plan.

\_\_\_\_\_ Site Plan

- Location, shape and dimensions of the lot.
- Outline and dimensions of all existing and proposed structures and other improvements, including; drives, fences, retaining walls, trash encloses, signs, lights, utility poles, easements, pipelines, ditches, bridges, culverts. Clearly indicate all improvements to remain and to be removed.
- Setbacks of all existing and proposed structures and use areas to all property lines.
- Distances between buildings.
- All required lot setbacks
- Existing street right-of-way, name, surface type, edge of street, spot elevation of street surface.
- Location of all public utilities, water, sanitary sewer, and storm drainage systems.
- Height, finished floor elevation, and grade elevation of each proposed and existing building.
- Key that includes both existing and proposed:  
Zoning classification, lot size, lot coverage, building square footage calculations (first floor, second floor, garage, pool house, ect) , floor area, number of floors, height and type of dwelling unit. When necessary show lot density, square footage of transition area, landscape strips, open areas, and recreation areas.
- Location and size of proposed improvement to open space and recreation areas, provide maintenance provisions for these areas (if necessary).
- Existing and proposed topography minimum contour intervals of two feet (if not shown on other plan);
- Existing features such as trees, wooded areas, streams, marshes, ponds, and other wetlands; clear indication of all natural features to remain and to be removed. Groups of trees shall be shown by approximate location of tree canopy; individual deciduous trees 6" in diameter or larger and evergreen trees 6 feet in height or higher shall be accurately shown.(if not provided on other plan)
- General description of any deed restrictions.(if any)
- Include typical elevation and vertical sections including materials and dimensions of improvements as necessary. (Examples: signs, trash enclosures, recreational equipment, fences and retaining walls.)

\_\_\_\_\_ Vicinity Map

- show all Adjacent properties

- include owner information, lot area, land uses and zoning;
- provide approximate location of adjacent building and other improvements.
- Show approximate distance between proposed project and adjacent structures

\_\_\_\_\_ **Landscape Plan**

- Show location and size of all existing and proposed plant materials.

\_\_\_\_\_ **Grading and Drainage Plan (reviewed by engineer prior to final site plan approval)**

- Location, shape and dimensions of the lot.
- topography and soils condition
- Area of intended filling and/or cutting; outline of existing buildings/structures and drives; existing natural and manmade features to be retained or removed.
- Location of proposed retaining walls; fill materials; if necessary restoration of adjacent properties.(consent needed if grading on adjacent property is required)
- Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catchbasins for proposed sanitary sewer, water, and storm drainage facilities; location and size of retention ponds and degrees of slope of sides of ponds; calculations for size of storm drainage facilities; location of electricity and telephone poles and wires; location and size of surface equipment for electricity and telephone services; location and size of underground tanks where applicable; location and size of outdoor incinerators; location and size of wells, septic tanks, and drain fields, where applicable. Final engineering drawings for all site improvements such as, but not limited to, water, sanitary sewer and storm sewer systems; streets, drives and parking lots; retention ponds and other ponds or lakes; and retaining walls.

\_\_\_\_\_ **Roadways and Parking Plan (reviewed by engineer prior to final site plan approval if necessary)**

- Proposed streets/drives. General alignment, right-of-way (where applicable), surface type and width.
- Proposed parking. Location and dimensions of lots; typical dimensions of spaces and aisles; angle of spaces; surface type; number of spaces.

\_\_\_\_\_ F. Fee \$900 (deposit from Preliminary site plan will be used for any additional fee accrued)

\_\_\_\_\_ G. Additional Information including but not limited to

- Driveway Permit
- Sewage Permit
- Well Permit
- Soils Erosion and Sedimentation Control Permit
- Other information necessary to determine compliance with the zoning regulations.

**6. Certification and Signature of Applicant and/or Owner:**

*I hereby certify that I have read the Sylvan Township Zoning and Private Road Ordinances and the foregoing statements and attachments are true and correct to the best of my knowledge and belief and I agree to abide by all applicable conditions and ordinances. I agree that Sylvan Township employees and their representatives have the authority to inspect the property listed on this application. Further, I acknowledge that approval of any special use permit grants only that which was represented to the Planning Commission at the Public Hearing. No other use may be substituted without a rehearing.*

\_\_\_\_\_/\_\_\_\_\_  
Signature of Owner/Date<sup>1</sup>

\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant /Date

<b>Staff Use Only</b>			
Notice Date	/	/	Hearing Date
Continued Date	/	/	Decision Date
Decision: <sup>ii</sup>	Approve		
	Deny		
	Approve w/Conditions		
List of Conditions:			
Zoning Administrator			Date
	/	/	

<sup>i</sup> The owner's signature is required. If the owner does not sign this document a letter of owner's authorization is required. This authorization letter should state that the owner has allowed the applicant to apply for the special use permit. This authorization letter needs to be signed and dated by the property owner. (May have been submitted with Preliminary Site Plan Approval)

<sup>ii</sup>.Approval of a final site plan authorizes issuance of a certificate of zoning compliance and issuance of a building permit, provided all other requirements for a building permit have been met. In the case of uses without buildings or structures, approval of a final site plan authorizes issuance of a certificate of zoning compliance and issuance of a certificate of occupancy, provided all other requirements for such certificate have been met. A final site plan approval expires upon the occurrence of either of the following: a. The applicant does not secure a building permit within 180 days of the date the final site plan was approved; or b. The applicant does not start construction on the property and show evidence of diligently completing construction per the approved site plan 545 days after the date the final site plan was approved.